

LABOR COMPLIANCE OFFICER

DEFINITION: Under general supervision, performs work of moderate difficulty with responsibility to examine, investigate and evaluate employment related complaints to ensure compliance with the terms and conditions of established Navajo Nation laws, rules and regulations; monitors and enforces the Navajo Preference in Employment Act (NPEA); performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Receives and investigates labor related complaints filed in accordance with the Navajo Preference in Employment Act (NPEA); makes job site visits to interview workers and supervisors; collects, reviews and analyzes relative documentation; determines compliance with appropriate working conditions, laws, rules and regulations; reports observed violations to appropriate regulatory agencies; provides written communication to charged employer; participates in labor dispute negotiations; negotiates and executes informal settlement agreements.

Attends pre-bid meetings, job site inspections and pre-construction meetings; provides orientations at job sites and to a variety of groups; makes presentations on program related policies and procedures; conducts field inspections to monitor compliance and follow up on corrective action for non-compliance issues; consults with a variety of technical and/or professional specialists to obtain information; prepares required reports.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge and application of Navajo Nation Code governing labor laws and regulations.

Knowledge of state and federal employment laws and regulations.

Knowledge of business and industrial practices, market trends and conditions.

Knowledge of generally accepted office procedures and equipment, including computers, financial/office application software.

Skill in interpreting labor laws, rules and regulations.

Skill in operating computer and standard office software including databases and spreadsheet files.

Skill in gathering, consolidating, analyzing facts and drawing conclusions.

Skill in research and preparing complex technical reports.

Skill in effectively and clearly communicating complex concepts, both orally and in writing.

Skill in establishing and maintaining effective working relationships and communications.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Office environment including field investigations.

MINIMUM QUALIFICATIONS:

- An Associate's degree in Business with emphasis in Human Resources or closely related field; and one (1) year of experience as a compliance officer or in labor relations.

THE NAVAJO NATION

Class Code: 2021
Planning and Analysis Series
Contracts Crafting and Compliance Group
Overtime Code: Exempt
Pay Grade: 61

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PREFERRED QUALIFICATIONS:

- A Bachelor's degree in Business Administration or Public Administration or closely related field.
- One (1) year experience in construction management.
- Training in Personnel/Employment Law.
- Proficient in Microsoft Office software or other computer applications.

SPECIAL REQUIREMENTS:

- A favorable background investigation.
- Possess a valid state driver's license.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.